



First Time Login

Brokerage Administrators



www.myRECA.ca

Real
Estate
Council
Alberta

Update Account

If you are a learner or industry professional with an RW, MW or AW number you must create a username before you can access myRECA. Click "Update my account" below.

[Update my account](#)

Sign In

If you've already created a username, sign in below.

[Forgot username](#)

[Forgot password](#)

[Sign in](#)

New myRECA Users

Once brokerage administrators create an account, they log in here.

Select Brokerage Administrator from the drop down menu.

First Time Login

Welcome to myRECA, Test Administrator.

You are a few steps away from accessing your account. We need to ask a few more questions to customize your account to your type of user, and to determine the type of application you submit at the end of the process.

IMPORTANT: If you are a potential industry professional, and you close your browser or otherwise leave this first-time login process before you submit an Education Eligibility, License Mobility or Suitability Review Application, your information will not be saved and you will have to start over from this point the next time you log in.

What type of user are you?

Industry Professional: you want to become a real estate, property management, mortgage, or real estate appraisal professional.

Brokerage Administrator: you need access to your brokerage's online account.

Brokerage's Accountant: you file online audit reports for a brokerage.

I want to set up an account as a/an:

Brokerage Administrator ▼
Select
Industry Professional
Brokerage Administrator
Brokerage Accountant

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myRECA

Welcome Test | Logout | Help

myRECA

RECA: the standards-setting body

My Account

- My Information
- Message Centre
- Account Settings

First Time Login

How can we reach you?

Primary Phone: Mobile

Alternate Phone: Mobile

Fax:

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Input your phone numbers.
At least one should be your
business number.

Pages - Content

<https://secure.myreca.ca/myAccount/Pages/FirstLogin.aspx?userType=867670001>

myRECA

Welcome Test | Logout | Help

myRECA

RECA: the standards-setting body

My Account

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First Time Login

Thank you. Press **Complete** to finish your first time login.

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RECA Blog REC YouTube f

Remember to click Complete to
finish the process.

Pages - My Information x

https://secure.myreca.ca/myaccount/pages/UserProfile.aspx

myRECA


My Account

- My Information
- Message Centre
- Account Settings

My Information

Personal	Contact
First Name:	Test
Middle Name:	
Last Name:	Administrator

Photo:

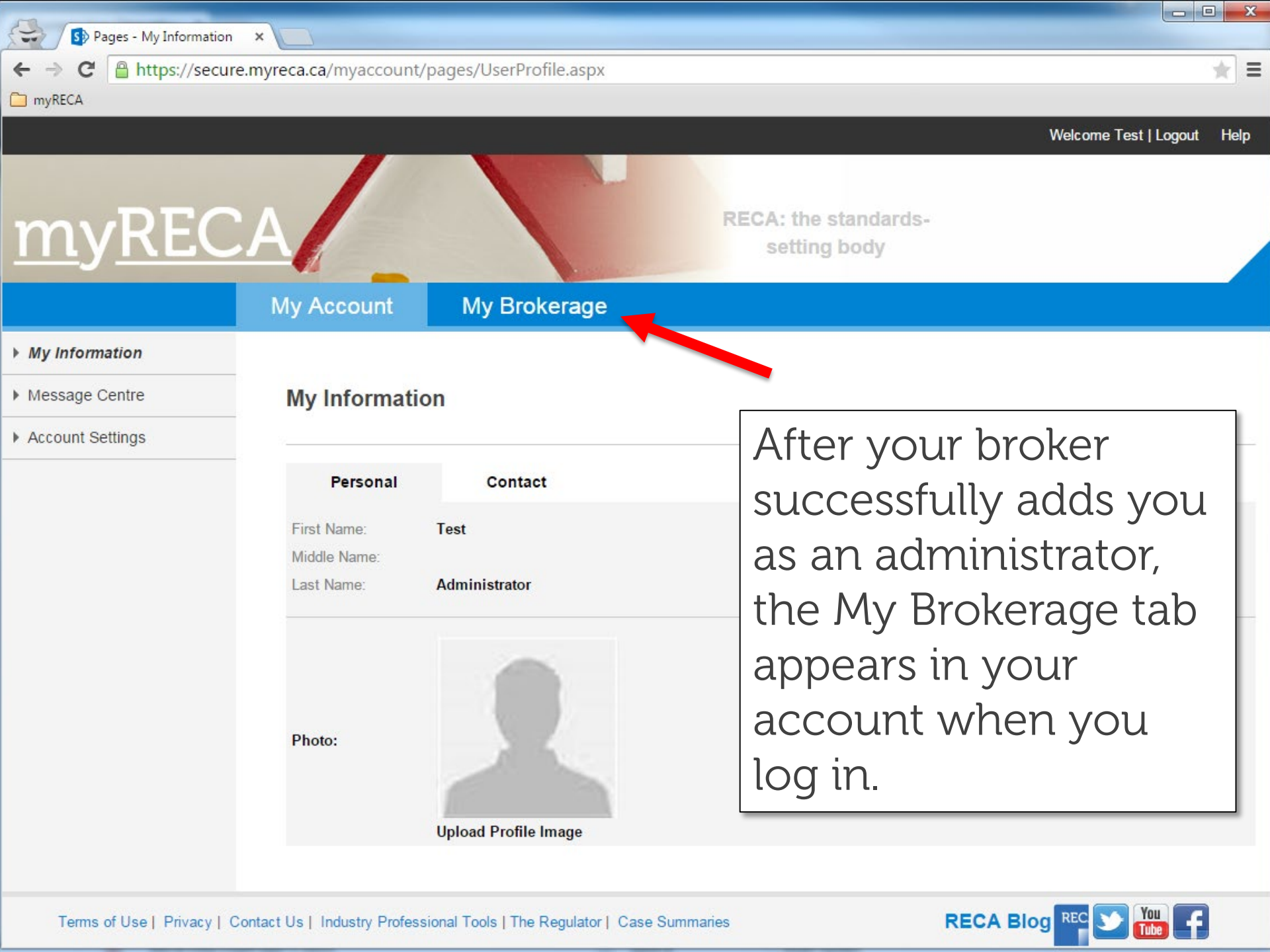


Upload Profile Image

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When you log in for the first time, your account is limited to displaying and editing your personal and contact information in the My Account tab.

Give your username to the broker you work for. They search you on the system and add you to their brokerage as an administrator.



RECA: the standards-setting body

My Account

My Brokerage

My Information

Personal

Contact

First Name:

Test

Middle Name:

Last Name:

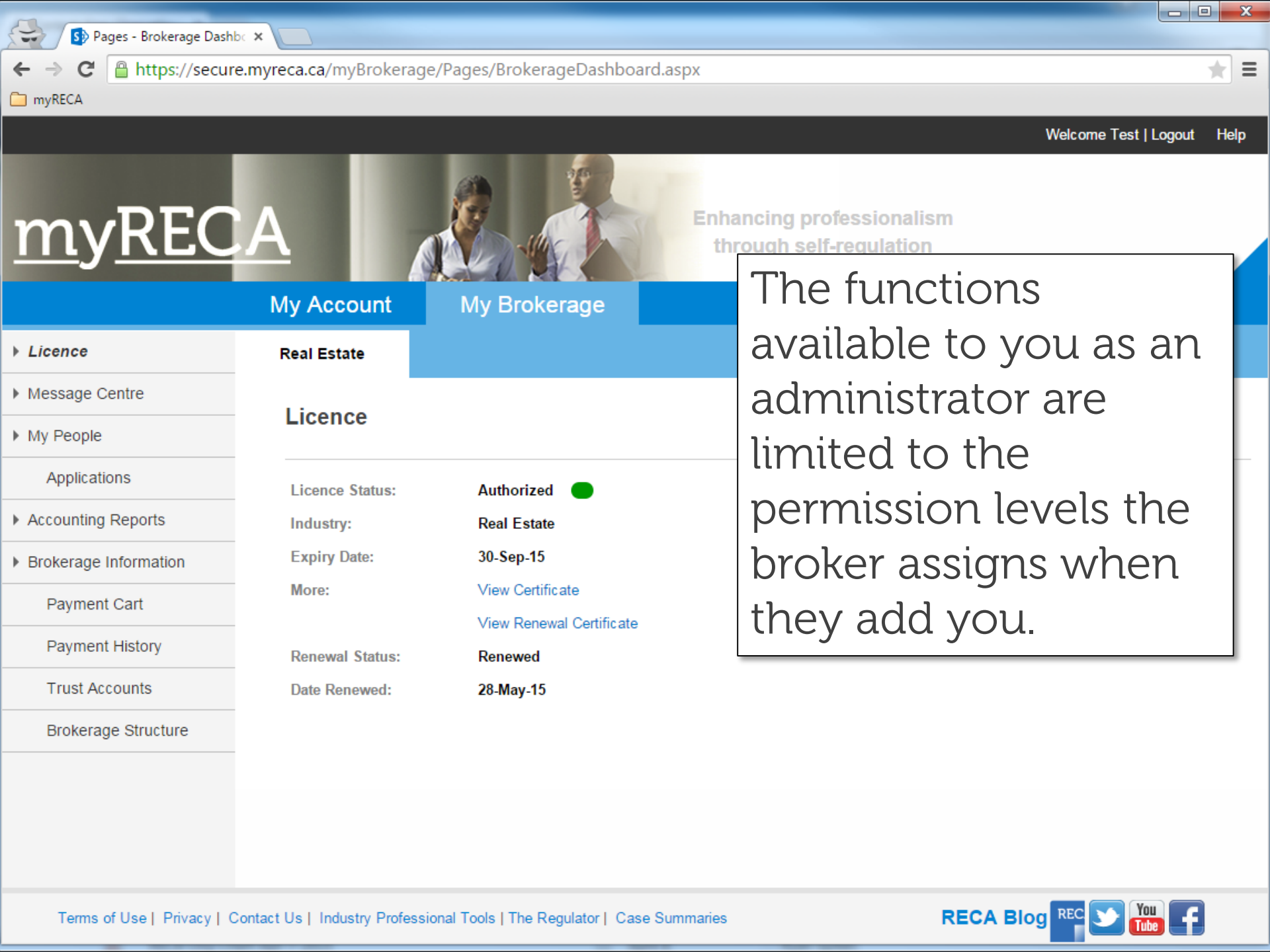
Administrator

Photo:



Upload Profile Image

After your broker successfully adds you as an administrator, the My Brokerage tab appears in your account when you log in.



myRECA

Enhancing professionalism
through self-regulation

My Account

My Brokerage

► Licence

► Message Centre

► My People

Applications

► Accounting Reports

► Brokerage Information

Payment Cart

Payment History

Trust Accounts

Brokerage Structure

Real Estate

Licence

Licence Status: **Authorized** ●

Industry: **Real Estate**

Expiry Date: **30-Sep-15**

More: [View Certificate](#)

[View Renewal Certificate](#)

Renewal Status: **Renewed**

Date Renewed: **28-May-15**

The functions available to you as an administrator are limited to the permission levels the broker assigns when they add you.




In the My People tab you can search the associates in the brokerage by renewal status and Re-Licensing Education Program (REP) status to provide reports for the broker.

- Message Centre
- My People**
- Applications
- Accounting Reports
- Brokerage Information
- Payment Cart
- Payment History
- Trust Accounts
- Brokerage Structure

My People

Last Name: Renewal Status: REP Status:

Number of People: 4

Name	Username	Licence Class	Sectors	Renewed	REP Status	Stop Code	Actions
 Kam Chancellor (TEST)	kambam33	Broker	Comm PM Res Rur	Yes	Not completed	No	
 Richard Sherman 25	richardsherman	Associate	Comm Res Rur	Yes	Completed	No	
 Speedy Mouse B Rock	Speedy1234 brock1234	Associate	Res	Yes No	Completed Not completed	No No	

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If the broker gives you permission, make bulk payments for the brokerage in the Payment Cart page.



- My Account
- Education
- Licensing
- My Brokerage

- Licence
- Message Centre
- My People
- Applications
- Accounting Reports
- Brokerage Information
- Payment Cart**
- Payment History
- Account Administration
- Trust Accounts
- Brokerage Structure

Real Estate

Payment Cart

Remove Selected

<input type="checkbox"/> Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/> Associate	Test	Associate	Registration - Renewal	\$730.04
<input type="checkbox"/> User	Test	Associate Broker	Registration - Renewal	\$730.04

Total Items: 2

Total Amount: \$1460.08

Make Payment

If the broker gives you permission, you can view the brokerage account balance, payments and download receipts from the Payment History page.

Brokerage Payment History

Payment history for the last 36 months.

Receipts may take up to 24 hours to generate.

Maximum of 50 records are retrieved, if you need more details click on the [Brokerage Statement Report link](#)

Current Account Balance: \$ 6957.00

Industry Professional:

From Date:

To Date:



Search

First Name	Last Name	Application Type	Date	Amount	Payment Type	Actions
realassociate1803	realassociate1803	New Licence & Registration	4-May-20	\$750.00	Broker Credit Account	Receipt
realassociate1801	realassociate1801	Registration - Reinstatement	10-Mar-20	\$650.00	Broker Credit Account	Receipt
Kam	Chancellor (TEST)	New Licence & Registration	5-Feb-20	\$750.00	Broker Credit Account	Receipt
Kam	Chancellor (TEST)	Registration - Re-registration	5-Feb-20	\$55.00	Broker Credit Account	Receipt
realassociate1803	realassociate1803	New Licence & Registration	4-Nov-19	\$750.00	Broker Credit Account	Receipt
realassociate1801	realassociate1801	Registration - Re-registration	17-Sep-19	\$55.00	Broker Credit Account	Receipt
atest001	atest001	Registration - Re-registration	4-Sep-19	\$55.00	Broker Credit Account	Receipt
Alert	Bot	Registration - Re-registration	30-Aug-19	\$55.00	Broker Credit Account	Receipt
asasdf	asdf	New Licence & Registration	23-Aug-19	\$475.00	Broker Credit Account	Receipt
atest001	atest001	New Licence & Registration	17-Aug-19	\$475.00	Broker Credit Account	Receipt
btest001	btest001	New Licence & Registration	17-Aug-19	\$475.00	Broker Credit Account	Receipt



If your broker gives you permission, you manage the brokerage trust accounts in the [Trust Accounts](#) page. You can add new accounts and edit current accounts.

► Licence

► Message Centre

► My People

Applications

► Accounting Reports

► Brokerage Information

Payment Cart

Payment History

Trust Accounts

Brokerage Structure

Real Estate

Trust Accounts

Add New Trust Account

Account Number	Transit Number	Financial Institute	Date Opened	Date Closed	Actions
1337!	1337!	HSBC Canada	28-May-15	5-Jun-15	Edit
234324	234324	1ST CHOICE SAVINGS	4-May-15		Edit
23423	23432	1ST CHOICE SAVINGS	11-May-15		Edit
tes	set	ATB	3-May-15		Edit
der	ted	CANADIAN WESTERN BANK	15-May-15	28-May-15	Edit
22222222222222	1234567890	Edson Savings Credit Union	1-May-15		Edit